

VACANCY NOTICE

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Human Services Policy & Systems Specialist</u>	CLASSIFICATION CODE: <u>02710300</u>
	SALARY RANGE: <u>A24 \$37181-43258</u>	REFERENCE POSITION NO.: <u>1255-10000-1999</u>
	Department of Human Services/ <u>IFS/Job Retention</u>	APPLICATION PERIOD: <u>5/12/06 - 5/18/06</u>
	<u>Division/Section/Unit</u>	GRACE PERIOD ENDS <u>5/23/2006</u>
	Assignment(s) / Comments <u>PLEASE APPLY BY RESUME ONLY</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00</u>	Job Location: <u>Providence Family Regional Center with</u>
	Restrictions/Limitations: <u>LTPS 11/30/06</u>	<u>Statewide Coverage Responsibilities</u>
	Position Covered By Collective Bargaining Union Agreement	Yes <u>X</u> No <u> </u>
	Name of Bargaining Unit Union: <u>RIASSE Local 580</u>	
	There is <u> </u> is not <u> X </u> a Civil Service List for this position	<u>See A/B or Both for Specific Instructions</u>
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	Please Refer to Attachment	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	Graduation from a college of recognized standing; and employment in a responsible technical capacity in human service programs. Or any substantially equivalent education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Ann DeBonis	Telephone #: <u>401-462-2481</u>
	Department of Human Services	Fax #: <u>401-462-2041</u>
	600 New London Avenue	TTY/TDD #: <u>401-462-3363</u>
	Cranston, RI 02920	(Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

HUMAN SERVICES POLICY & SYSTEMS SPECIALIST
JOB RETENTION UNIT
DUTIES/RESPONSIBILITIES

To develop job openings throughout the state of Rhode Island for DHS Family Independence Program beneficiaries, including those whose primary language is Spanish;

To work directly with all DHS FIP staff, select contract providers and vendors to identify individuals, including those whose primary language is Spanish, who are ready and able to work;

To place job-ready beneficiaries into employment;

To provide job retention and job advancement services to those who are employed;

To provide employers access to a pool of job-ready individuals, including those whose primary language is Spanish, and to develop creative methods with employers for customized, worksite training;

To assist employers who hire DHS beneficiaries to access employer incentives, such as the wage subsidy program, Work Opportunity Tax Credit, information on child care services for eligible employees; and other DHS supports available for low income working families; and other state/federal resources for employers that promote workforce development;

To provide employers with information about DHS programs, such as Rite Care and subsidize child care for working families;

To provide work readiness assistance within the areas of the state where there is a high concentration of Hispanic families on FIP who need help in carrying out their work requirements under the FIP/TANF program.

To work cooperatively with other departments as appropriate;

To work at outstationed sites, such as netWORKri or local DHS offices, as assigned;

Priority will be given to those applicants who possess bi-lingual Spanish-English speaking skills and who have experience in working within non-English speaking communities.